

RECREATION PROGRAMS SUPERVISOR

GRADE: 22

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Recreation Program Supervisor performs difficult professional and intermediate administrative work with responsibility for coordinating, planning, and developing recreation activities for all ages, within the City of Rockville. The employee supervises full-time and seasonal employees, prepares program evaluation data, and assists in the inspection of various parks. The employee is responsible for carrying out all City policies and procedures pertaining to recreation programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The position is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other area supervisors and staff from other divisions to ensure smooth coordination of department services. The employee must exercise considerable independent judgement in carrying out assignments. Evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, parent/student groups and other community organizations in determining recreational service needs/desires, and implements programs which satisfy those needs in a cost effective manner.

- Coordinates the gathering and analysis of information related to recreational needs/desires and relates this data to budget preparation and evaluation.
- Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.
- Works with community and citizen interest groups, recreation councils, etc., to determine the best utilization of facilities.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Recruits, selects, trains, and evaluates part-time and volunteer staff.
- Gathers information pertaining to new development in the field of recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Meets with agencies outside the City of Rockville whose services are of value to City government and its citizenry.
- Supervises the work of subordinate employees.
- Performs related work as required.
- Responsible to ensure that community input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contact.
- Responsible for submission to accountant timely pay vouchers, expenditure and revenue information.
- Responsible for operating revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Responsible for extensive record keeping related to center operations and usage.
- Responsible for adhering to safety and risk management policies and strategies to ensure participant safety and minimize potential City liability.
- Responsible for regular and careful inspections of all program operations to ensure proper supervision of staff and participants.
- Responsible for regular and careful inspection of all facilities in the district and for coordination with the building maintenance division to ensure that these facilities are maintained in a proper and safe manner.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in recreation, physical education or related field, plus five years of progressively responsible experience in recreation administration. Supervisory experience and Certified Leisure Professionals are preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to all ages and interest groups.
- Considerable knowledge of the organization, development and operation of a diversified recreation program.
- Ability to administer such programs within general policy guidelines and budgetary limitations.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff to maintain a high level of quality and creativity in their daily work.

Revised: 2/07